



# MOHAMMED NAWFAL

## Procurement Specialist

[nafu91@gmail.com](mailto:nafu91@gmail.com)

+973-33165191

### Objective

Accomplished in supply chain management, sales, accounts and administrative coordinator with more than 7 years of experience in India and Bahrain.

Now looking to advance in career and apply strong management and organizational skills in any supply chain or procurement position in a reputed organization.

### Strengths

- Skilled at balancing and prioritizing multiple tasks to meet deadlines
- Highly motivated to learn and experience.
- Complaints handling and dispute resolution.
- Team Player, good listener and positive attitude.

### Experience

#### **Procurement Coordinator (January 2018 - present)**

Elmia Bookstores for School Supplies W.L.L., Bahrain

#### **Account Administrator (February 2017 – December 2017)**

Mobina Building Materials, Bahrain

#### **Financial Executive (April 2012 – September 2016)**

IBM India Pvt. Ltd., Bangalore, India

### Job Responsibilities

#### **Procurement Coordinator (January 2018 - present)**

##### **Elmia Bookstores for School Supplies W.L.L., Bahrain**

- Preparation of quotations and international purchase orders.
- Negotiated cost reduction with suppliers.
- Coordinate with suppliers regarding order discrepancies, shipment storages and transactional errors.
- Record and update list of purchased items and existing items.
- Manage list of international customs requirements and create harmonized commodity codes for each item to clear the shipment.
- Respond to vendor enquiries for payment on open invoices to support Accounts Payable department.
- Maintain strong relationship with customers and suppliers.
- Managed and entered all orders in ODOO system that we receive on that day.
- Maintain track of open order reports and follow up open order reports with suppliers.
- Preparation of commercial invoice and packing list to clear the shipment by air or sea.

**Account Administrator (February 2017 –December 2017)****Mobina Building Materials, Bahrain**

- Entering journal entries in Tally ERP 9 such as Purchases, Sales, Receipt, Payment, Contra, Debit Note and Credit Note.
- Preparation of bank deposit slips.
- Check and verify the account details of vendor bills before making the payment.
- Reconciling the financial statement.
- Preparation of day reports, monthly reports and submit the reports to management for approval.
- Preparation of delivery notes and invoices.
- Contact clients and send reminders to ensure for timely payment.
- Maintain bank deposits and check payment records.
- Maintain and manage inventory control of materials.

**Financial Executive (April 2012 –September 2016)****IBM India Pvt. Ltd., Bangalore, India**

- Answer customer telephonic regarding existing accounts.
- Provide accurate, valid and complete information by using the right methods.
- To Maintain standard operation procedures in all aspects of day to day work in order to provide uniformity of works and meet departmental objectives.
- Providing excellent customer service for each clients on all account related matters and providing assisting with general finance related queries.
- Create purchase requisitions in ARIBA and process invoices in timely manner.
- Developing in-depth knowledge of a clients industry and business needs.
- Escalating, tracking and solving client issues.
- Maintaining a customer relationship.

**Achievements**

- Received Triumph Award at IBM India Pvt. Ltd. for positive feedback from clients.
- Received Appreciation Award from higher management.
- Won many prizes in the College and Inter- College Competition for Singing.

**Technical  
Profile**

Operating system : Windows 10, Windows XP

Applications : MS-Excel, MS-PowerPoint, MS-Word, Outlook, Lotus Notes,  
Tally 7.2, ARIBA, Peach Tree, SAP

## Language skill

- ENGLISH (speak/read/write)
- HINDI (speak/read/write)
- KANNADA (speak/read/write)
- MALAYALAM (speak)

## Educational Qualification

### Bachelor of Commerce (B.Com) 2010

College : St. Philomena College, Puttur, India

University : Mangalore University, India

## Personal profile

Full name	Mohammed Nawfal
Gender	Male
Date of birth	13-Jan-1988
Nationality	Indian
Religion	Islam
Marital status	Single
Current country of residence	Kingdom of Bahrain
Permanent address	s/o Ahamed Bava Mubarak Manzil, Parladka House, Puttur TQ, DK 574201 Karnataka, India
Current address	V. Jamaluddin Flat No. 2, Bldg 226, Road 338 Ummal Hassam Avenue Kingdom of Bahrain
E-mail	nafu91@gmail.com
Contact No.	+973-33165191
Passport details	No. L3559583 Issued in Bangalore, Valid till 23/09/2023
CPR No	881340693

I hereby declare that all details given above are true and correct to the best of my knowledge.

Mohammed Nawfal